



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date March 25, 1976	1. Agency Address Georgia Bureau of Investigation 1001 International Blvd., Suite 920 Atlanta, Georgia 30354	Application Number 76-116	
Application Number		Date Received MAR 26 1976	Date Completed MAR 30 1976
2. Person to Contact Levon Bridges		Working Title Personnel Systems Supervisor I	Telephone Number 761-8040
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest July, 1975 present	5. Records Series Title (followed by title used in office; if different) Purchase of Information and Evidence Cash Journal File		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Georgia Bureau of Investigation provides crime prevention efforts and criminal investigative assistance to local law enforcement agencies and the Executive Branch of Government of the State of Georgia. The Financial Department in particular is responsible for maintaining a formal accounting system in accordance with accepted procedures and instructions approved by the State Department of Audits.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Payments made for purchase of evidence, information and miscellaneous expenses Included are: Expenditure of Funds (Form #GBI-019), which is a receipt for payment to informants, purchase of evidence or miscellaneous expenses; Authorization to receive Evidence Purchase Funds (Form #GBI-00X); Journal sheets showing money obtained by Agents for purchasing of evidence, information, or miscellaneous funds; and numbered memorandum recording activity for the month. File is arranged: Numerically by memorandum number			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>10</u> ; Seven to twelve months old <u>5</u> ; Thirteen to twenty-four months old <u>1</u> ; twenty-five months and older <u>0</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>2</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Secrets of State, Ga. Code 38-1102
X		c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. See attached example Memorandum #6
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Partial duplication is in informant files
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 5 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

In the event that an Internal Investigation is conducted these records would be needed.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) _____ year(s); then or when State Audit is complete, whichever is later; then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
B. Tucker	3/25/76	Gear Powell	3/25/76
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	3-30-76
		Secretary of State/Designee	3-29-76
		Attorney General/Designee	3-29-76